Roanoke County CIP Review Committee Executive Summary January, 2004

Background

A Capital Improvements Program (CIP) is a significant tool to assist in long-range planning for municipal capital needs. In October, 2003 the Board of Supervisors selected a committee of citizens to evaluate and prioritize submitted capital projects for the Board to consider in developing current and future years capital budgets. The Committee established guiding goals and objectives (listed in Appendix); then interviewed departmental staff to understand specific projects and conducted site visits to view capital needs firsthand. Members committed approximately 35 hours to the evaluation and prioritization process.

It is important to note that the scope of the CIP Review Committee's evaluation did not include School capital needs or Enterprise (Utility) Fund needs.

Results of Evaluation

The Committee prioritized capital project requests by applying a set of evaluation criteria to each individual project. The Committee developed 12 separate criterion to score projects using values important to the community that were derived from previously adopted plans, policies (i.e. Community Plan), and statements previously articulated by the Board of Supervisors. While a topic of considerable discussion by the Committee, cost was not an element of the scoring criterion in the evaluation of individual projects.

After scoring was completed be each committee member, each project's average score was calculated and listed in numerical order with the highest score representing the greatest priority. This listing was then grouped into Priority Levels (Levels 1-4), where Level 1 Priority projects represent needs that have the highest perceived community value. The Committee has identified Level 1 Priority capital projects as follows:

- Fire & Rescue Upgrade/Replace Paging Capabilities
- Information Technology HP Migration
- Fire & Rescue EMS Data Reporting System
- Information Technology -Network Infrastructure Upgrade
- Public Safety 800 MHz Radio System Upgrade
- Treasurer Upgrade Remittance Processing Machine
- Public Safety Center; Option 2 (excludes administration offices)
- Community Development Regional Storm Water Mgt/Flood Control

Committee Recommendations

While charged with developing a citizen-based evaluation of existing capital needs, the Committee also discussed and reached consensus on a number of capital programming recommendations for the Board to consider:

- <u>Capital Financing.</u> In order to meet on-going major equipment, facility, and infrastructure needs a significant, recurring funding stream is essential.
 - o *Debt Financing*—Consider the possibility of a future General Obligation Bond issue to meet critical capital needs.

- o Sinking Funds—Set aside funds for (known) future capital asset purchases.
- <u>Capital Maintenance</u>. Increase the funding of capital maintenance at a level that will not only protect the County's capital investments, but also will mitigate potential safety concerns at public use facilities (Parks and Recreation facilities noted).
- Master Planning. Roanoke County has undergone significant demographic and service demand changes over the last decade, and these changes are anticipated to continue into the future. As a result, the Committee felt that several departments would benefit from preparing or updating a facilities master plan in order to continue to define the evolving needs of our citizens.
- <u>Land Banking.</u> This idea would involve projecting capital needs into the future and then acquiring sites that would be used to locate future capital facilities.

Footnotes on Specific Capital Projects Requests

There were two projects that generated some disagreement as to whether or not these projects should be evaluated differently than other requests—The Public Safety Center and the Jail Renovation. Points of discussion in regards to the Public Safety Center included concerns about unknown scope and cost estimates (due to the early planning stages) and Jail Renovation discussions centered on the need for updated and additional information (See Footnotes).

Individual Committee Member Comments

Information presented in the Capital Project Prioritization report represents the general consensus of the members of the CIP Review Committee. While consensus information related to the Committee's task is presented, Committee members' individual comments about specific projects and capital planning in general are included in the Appendix.